

**GUIDELINE FOR THE DECLARATION OF PRIVATELY OPERATED (NON-BHTPA)
SOFTWARE TECHNOLOGY PARK**

Software Technology Park: Software Technology Park (STP) is an IT/ITES production facility in accordance with definition stated in 2(Ka) (6) of Bangladesh Hi-Tech Park Authority Act, 2010.

1. Land Title:

- a) The applicant is required to have clear ownership document of the land/ premise or clear lease agreement of the land.
- b) In case of possession by tenancy agreement, the applicant is required to have deed of agreement for occupancy for at least next 5 years.

2. Area:

Minimum area required for Private Software Technology Park is at least 50 (Fifty) Sq. feet working space per employee and minimum number of 200 employees (IT/ITES) in a single premise. There may be one or more company in that premise.

3. Power & Power-Back-up:

Provision for 24x7 uninterrupted power supply need to be in place.

4. Air-Conditioning:

Adequate cooling system and Central Air-Conditioning need to be installed in place

5. Concealed Cabling:

Provision for concealed ducting for power, telecom and data cables in the Building.

6. Parking:

Adequate Parking facility - design approved by the competent government agencies.

7. Telecommunication Infrastructure:

Provision for high speed fiber optic connectivity need to be in place.

8. Security & Access Control:

- a) 24 Hrs Central Security Measures.
- b) CCTV
- c) Digital verification/ record system for all (employee/ visitors).
- d) Provision for Access Control Systems to be installed as required by Tenant.

